

Web Development Client Consultation



DIOCESAN PUBLICATIONS
One God. One Church. One Company.

Date 6/13/17

Phone #

(641) 673-6680

SALES
Consultation Length

ANDREW BEADLING

Client / Parish

(Location)

Primary Contact

(Role / Position)

ST. MARY'S
CATHOLIC CHURCH

OSKALOOSA, IA

SUZY LOPEZ

BULLETIN EDITOR
SECRETARY

Consultation by (Designer)

Est. Date (1st Proof)

Date Live (Preferred)

Date Live (Absolute)

KEVIN FERGUSON

SEPT. AFTER LABOR DAY

Bulletin Subscriber

Budget

myParish App Subscriber

PDS Software Client

1445

☒ Allowance \$ 3500

☐ Direct (Cash)

PER: JEANNE P.

☒ Yes (Free to bulletin subscribers)

☐ No

☐ Yes

☒ No SERVANT
KEEPER

For Internal Follow-up

Estimate

Sent to (Client Name)

Sent (Date)

Estimate Type

Approved (Date and Name)

3850 - 4200 (MAIN SITE)
\$ + 700 (FAITH FORMATION SITE)

SUZY LOPEZ

☐ PDF ☒ Email ☒ Verbal

10/13/17 SUZY LOPEZ

= \$1550-1900 TOTAL

Multisite

☐ Yes

☐ Yes (Update church only)

☒ No

Current Website Type

(MAIN)

☒ Wordpress

☐ PHP/HTML

☐ Joomla

☒ Other + WEEBLY (FAITH FORMATION)

Current Website Address (Parish)

INCLUDE WEEBLY
SITE INTO MAIN
INSTALLATION

Current Website Address (School)

STMARYSOSKY.COM

STMARYSOSKY.WEEBLY.COM

New Address (Parish)

☐ Yes

☒ No

New Address (School)

☐ Yes

☒ No

(Ideas)

(Ideas)

Consultation with

(Role / Position)

Cluster

☒ Yes ☐ No

2 CHURCHES - 1 PASTOR

* Primary Name

SUZY LOPEZ

BULLETIN, SEC

Email

STMARYSOSKY@MAHASKA.ORG

Phone

(641) 673-6680

Cluster Name

DO NOT INCLUDE 2ND CHURCH

2) Name

FR. JOHN SPIEGEL

PASTOR

Email

Phone

Parishes in Cluster

(Website Address)

Name / Location

ST. MARY'S (OSKALOOSA, IA)

Name / Location

WWW.STMARYOSKY.COM

Name / Location

ST MARY (PELLA, IA)

Name / Location

WWW.STMARYPELLAIA.COM

3) Name

DONNA DEJOUDE

- DIRECTOR OF

Email

Phone

FAITH FORMATION

- YOUTH MINISTRY

Web Development **Client Consultation**



DIOCESAN PUBLICATIONS
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Why are you interested in a new website and what are you looking to accomplish with it?

- MORE USER FRIENDLY
- CURRENT ONE IS TOO CUMBERSOME
- READILY AVAILABLE INFORMATION
- UPDATE DESIGN

What do you want to improve on your current website?

- BRING UP TO DATE
- DESIGN
- CLEAN
- STATS

What is your identity? (Personality, purpose, etc...?)

What is unique about your parish? What attracts parishioners to you?

Describe your audience:

How often and what areas are you expecting to use the most?

(Quick information areas like News and Events or page content?)

What is your focus and/or mission? Is the site more for current members and staff, or are you more evangelistic? Do you want to change this?

Number of pages on current site? (Rough estimate only)

Content migration (How much and type of content to move?)

ALL

Do you have a tagline, and if so, what is it?

How did you hear about Diocesan Publications?

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Current Website Access

Link _____

Username _____

Password _____

Domain Registrar ☒ Keep with Current ☐ New with DPI

Current Domain Registrar / Link GODADDY

Username INTERESTED IN ABOUT A YEAR

Password IN MOVING TO US

Hosting (\$20 month; billed annually at \$240 per year)

All of our sites include server maintenance and client support via phone and email.

Confirmed with client ☒ Yes ☐ No

Email Mgmt ☐ Yes (DPI to create new) ☒ No (Okay as-is) ☐ Not Sure

MUST USE DIOCESAN ACCOUNT

Current Email Type _____

Notes _____

Current Technical Support Contact (Company or Individual)

Name SUZY LOPEZ

Email _____

Phone _____

Slider ☐ Yes ☐ No ☐ Full ☒ Designer Discretion

Notes _____

Image Gallery (Included) ☐ Multiple

☒ 1 STANDARD ALBUM

Notes / Names _____

+ GALLERIES

Calendar(s)

How Many? 1

Names / Calendar ID(s) ST MARY SOSKY @ GMAIL.COM

Currently Using Google Calendar(s) ☒ Yes ☐ No

If "No," What Type? _____

Create New Google Calendar(s) ☐ Yes ☒ No

How Many? _____

Names MINISTRY SCHEDULE ? - 3RD PARTY
- KEEP AS-IS
(OPEN IN NEW WINDOW)

Day of Week to Start on? ☒ Sun ☐ Mon

How Many People to Train? 45

Parish Admin Access

1 generic user is automatically provided for all login purposes.

Do you require additional? ☒ Yes ☐ No How many? 45

User / Role _____

User / Role _____

User / Role _____

User / Role _____

Any users needing limited or special access? ☒ Yes ☐ No

User FAITH FORMATION

Limit To (Specific Page or Section) _____

User _____

Limit To (Specific Page or Section) _____

Online Giving ☒ Yes (Already have) ☐ None (Please add) ☐ No

VANCO

Multilingual Site ☒ Yes ☐ No

☒ Spanish ☐ Other Language(s) _____

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Site Navigation ☐ Horizontal ☐ Vertical

(About Us, Sacraments, Ministries, Faith Formation, Bulletins, Calendar, Contact Us, etc.)

- 1) _____
- 2) TO COME
- 3) - MOST CAN BE GROUPED,
- 4) RESTRUCTURED, ETC.
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____

Featured Items ☐ Icon ☐ Photo / Image ☐ Text Only

(Returning Members, "I'm New," Mass Times, Bulletins, News, Calendar, Giving, etc.)

- 1) _____
- 2) DESIGNER TO FOLLOW-UP WITH
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____

News and Events Categories

(Names: Parish News, Upcoming Events, News and Events, Weekly Happenings, etc.)

- 1) "NEWSLETTER" - SHOW HOW TO INCLUDE
- 2) THESE; TRY TO TRAIN
- 3) ON INPUTTING AS

* DESIGNER - FOLLOW-UP WITH (NEWS & EVENTS + NEWSLETTER CATEGORY?)
ACTUAL POSTS & NOT PDF'S

Contact / Registration Forms (Generic)

(New Member, Sacraments, Server Schedules, etc.)

- 1) Contact Us
- 2) _____
- 3) _____

OR, JUST ONE POST CATEGORY?

Homilies ☐ Text Only ☐ Audio Only ☐ Text and Audio

(Names: Pastor's Corner, From the Father, Homilies, etc.)

- 1) NO
- 2) _____
- 3) _____

Secondary or Third Party Links

(Local Diocese, USCCB, Daily Readings, Saint of the Day, FORM®, Radio, Webcam, etc.)

- FORMED (LINK)
- MY FATHER'S HOUSE AUDIO (FEED?)

Contact / Registration Forms (Custom)

(New Member, Sacraments, Server Schedules, etc.)

- 1) LOTS - WILL PROBABLY WANT GRAVITY FORMS
- 2) _____
- 3) _____

Social Media ☒ Facebook ☐ Twitter ☐ Other ☒ VIDEOS

FACEBOOK FOR - PARISH (SEE WORD DOC)
- RADIO STATION

"Official" Email Address to Use on Contact Form(s)

OSKY STMARY@DIO.DAV. OR G

Footer

(Address, Map, Social Media, etc.)

- 1) _____
- 2) _____
- 3) _____

Web Development **Client Consultation**



New Logo ☒ Yes ☐ No

Text Only ☐ Yes ☐ No

With Icon ☐ Yes ☐ No

New Logo Ideas

- NON - ISSUE ☺

- EYE-CATCHING

- DESIGNER DISCRETION

Logo / Branding (Colors)

Current / Church

New / School

Parish

BLUE = MARY

School

Other

Logo / Branding (Ideas)

Current / Church

New / School

Parish

School

Other

Additional Website Ideas and Notes

QUOTE PROJECT - WITH AND WITHOUT
FAITH FORMATION
MIGRATION

✓ DONE